

Section 7080
(October 2002)

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E-FUND: PURPOSE AND USE
(October 2002)

7080.1

This section provides instructions on the fiscal management of the Emergency Fund. This policy is formulated to assist managers and supervisors with a means to fund the additional incident operational costs associated with managing a wildland fire incident. The policy is to be taken as an operational guide as well as representing CDF policy.

The Emergency Fund is an expenditure account (sometimes called the E-Fund or "09" Account) authorized in the annual Budget Act. It exists to fund unbudgeted emergency suppression, detection and related emergency re-vegetation costs. It may be used any time of the year for situations where budgeted CDF initial attack forces are unable to cope with a wildland **fire** emergency, where additional fire detection capability is required to retain minimum initial attack capability during extreme fire conditions, to minimize the greater costs caused by fires escaping initial attack, or to respond to valid requests for mutual aid by another government authority. It may also be used on a reimbursable basis for assistance-by-hire (for fire emergencies). When providing assistance to another agency, CDF should strive to have the other agency purchase the goods and supplies needed directly using their processes, or if CDF must do the purchasing, use the other agency purchase documents and authority.

Please note that when CDF responds to a non-fire incident, the costs associated with that response are chargeable to the Unit's support budget unless a special funding account has been established by Sacramento Headquarters. Costs associated with Schedule "A" personnel and equipment is not chargeable to the Emergency Fund except in support of wildland fires.

Reference: [E-Fund Policy Sections 3821 and 3821.1](#)

ACCOUNTABILITY FOR EXPENDITURES
(October 2002)

7080.2

The use of the Emergency Fund will be guided by the professional judgment and integrity of the responsible CDF officer authorizing Emergency Fund expenditures. All employees will be accountable for following Emergency Fund guidelines. It is the policy of the Director that Unit Chiefs and Incident Commanders will take all reasonable action to reduce costs to the Emergency Fund. Such mitigating action will be consistent with the objectives of the Department's Fire Plan and appropriate labor contracts.

Reference: [E-Fund Policy Sections 3821.2 and 3821.3](#)

A CDF Battalion Chief level or higher officer will normally approve all Emergency Fund expenditures. Exceptions shall be made for other classes of employees 1) when acting as an Incident Commander, 2) when providing service center support to an extended attack or major fire, 3) when on travel status outside their home Unit en-route to or from a going fire, staging area, or a move-up or cover assignment, or 4) when assigned to the logistics section of an incident when such authority has been delegated by the Incident Commander.

The Incident Commander(s) will document request number(s) for resources under CDF control that are charged to the Emergency Fund. Resources committed to a contract county fire on an approved order and request number are considered to be under CDF control for Emergency Fund purposes.

Each person authorizing Emergency Fund expenditures is personally responsible for the appropriateness of such expenditures. All personnel authorizing expenditures are personally responsible for complying with established rules and guidelines, even though another employee may make the actual purchase. Additionally, all personnel are subject to the procurement policies of the state even if responsibility for the fire rests with another agency.

Proper conditions for expenditures of the Emergency Fund include the following:

- A. When a significant percentage of CDF initial attack resources in one or more Units are committed to suppression activities and there is a significant need for reinforcements to maintain initial attack strength. (Refer to "K" below).
- B. When the potential for extended attack or major fires exists due to extreme predicted or existing fire weather conditions or available initial attack resources are depleted and there is a need for additional personnel and equipment for incident response, move-up and cover, or assignment to staging areas or regional mobilization centers.
- C. When rental equipment located close to the fire can be used advantageously. Upon arrival of additional CDF Units, continued use of rental equipment should be reevaluated in light of current fire conditions.
- D. When special equipment, such as water tenders, bulldozers, or fuel tenders is needed to support CDF personnel and equipment.

- E. When CDF air tankers, helicopters, and/or fixed wing utility aircraft are used on a fire.
- F. When move-up or cover aircraft are necessary and aircraft are dispatched for this purpose. The rule in "E" above shall apply once move-up aircraft arrive at an air attack base.
- G. All landing fees, which are fire related, are charged to the Emergency Fund.
- H. When intermittent helicopters or fixed wing utility aircraft are used and contract Aircraft are not available, or when the planned mission cannot be accomplished within an existing contract.
- I. When providing fire protection emergency mutual aid or assistance-by-hire to another governmental authority. This would include both fire control and fire suppression related activities. Activities not directly related to the suppression effort must be charged to the support budget. Non-fire incidents are not chargeable to the Emergency Fund, whether or not reimbursed. In cases of major non-fire emergency assistance (flood, earthquake, and human-caused disasters), the Sacramento accounting office may assign a PCA code other than 00900 and reimbursement may be made available to the Units. PCA 00900 is restricted to emergency fire suppression.
- J. When contract county resources (personnel and equipment as identified in the CDF/Contract County Operating Plan) are used on SRA fires within the contract county.
- K. When a special staffing pattern order number has been issued to provide SRA coverage.

Expenditures from the Emergency Fund can include:

- A. Rental of motorized equipment to scout a fire, transport personnel and equipment, work the fire line, or to perform other closely related incident activities.
- B. Rental of other firefighting equipment such as bulldozers, water tenders, or chain saws.
- C. Rental of helicopter or fixed wing utility aircraft for suppression, supplemental detection, transportation of personnel and supplies, reconnaissance, or medical evacuation.
- D. Rental of aircraft - items E, F, G, H and J above.

- E. Purchase of fire retardants and/or fire suppression foams.
- F. Payment of wages to non-state funded organized crews and personnel needed for fire suppression; payment of wages to emergency workers for fire suppression and support directly related to the fire suppression effort. (NOTE: emergency workers must be tied to an incident through an order and request number).

For fires inside CDF jurisdiction or that threaten State DPA, Schedule "C" volunteers and paid call firefighters may be paid from the Emergency Fund after the period of time beginning with the dispatch of the resource until (1) two hours have elapsed, or (2) it is obvious (if less than two hours) that the fire will expand beyond initial attack. The Director may grant exceptions to the two-hour rule when properly justified.

- G. Payment of unplanned overtime (1-1/2 time) to applicable CDF employees needed for incident control activities, determination of origin and cause of the fire, a required ICS trainee assignment, an approved special staffing pattern, a move-up and cover assignment, or for other support activities directly related to the specific incident and always authorized by an order and request number. Overtime limits or accumulation criteria shall be governed by the Memorandum of Understanding for the employee or (if non-represented) by department policy.

NOTE: Base salaries for CDF employees are never charged to the Emergency Fund. Planned overtime for CDF employees (during budgeted fire season) is never charged to the Emergency Fund. However, planned overtime for switching to incident response pay status for fire emergencies occurring outside declared fire season is chargeable to the Emergency Fund. Time sheets must be documented with an order number or the charge will be assessed to the employee's home index.

ALSO NOTE: For Firefighters I, all unplanned overtime has been budgeted and is paid from the Emergency Fund since FY 1985-86, whether or not it is related to a fire. Whenever a Firefighter I works overtime and is not on an order and request number, the overtime is coded on the time sheet to the Emergency Fund using the "generic" order number for the Unit which is provided annually by Sacramento Accounting. But remember, the ONLY authorized use of the generic order number is for FFI non-fire overtime.

Whenever unplanned overtime is charged to the Emergency Fund, the entry on the time sheet must be documented with an order number. Any overtime not coded with the incident's order number or with the generic order number will be charged to the employee's home Unit normal operating funds. Additionally, the Emergency Fund cannot be used to change authorized Blue Book staffing levels.

- H. Unplanned emergency overtime earned by Schedule "A" employees on SRA fires is chargeable to the Emergency Fund, except as defined in "L" below. Personnel required to maintain minimum required post coverage behind a Schedule "A" employee assigned to an SRA fire (e.g., engine or ECC coverage) may charge unplanned overtime to the Emergency Fund. Managers must minimize these costs through such means as using other available Schedule "A" personnel or by rotating personnel.

NOTE: The Emergency Fund will not be used for filling in behind staff positions such as fire safe planners, fire marshal, training officers, etc., nor will it be used for covering with Schedule "A" personnel behind Schedule "A" engines assigned to SRA fires within the contract area.

- I. Purchase of subsistence items, supplies, and other costs (such as domestic water, facility rental, firefighter hygiene, items needed for proper resting, safety items, etc.) necessary for incident support.
- J. Cost of providing and installing additional communications for extended attack and major fires, such as temporary telephone circuits, radio communications facilities, and overtime costs of telecommunications engineers and technicians necessary for installation and maintenance. When additional equipment is not installed, the monthly service charge or normal recurring operational charges shall not be charged. However, toll charges tied to a specific incident or series of incidents may be charged. DGS Telecommunications Division personnel will be documented on COM-207.
- K. Purchase of gasoline, jet fuel, oils, greases, diesel fuel and liquefied petroleum gas delivered by the vendor to extended attack or major fires, and staging areas. These products must be obtained from a contract vendor unless that person cannot or will not supply fuels and lubricants. **Tires, batteries and other items associated with the "normal wear and tear" repair and maintenance of CDF equipment shall not be charged.** When normal "wear and tear" criteria are exceeded because of the emergency nature of the incident, and with the prior approval of the Sacramento Mobile Equipment Section, these expenses may be charged to the Emergency Fund. Also, during major fires expendable maintenance items such as fuel, air or oil filters associated with an on-scene maintenance program may be charged to the Emergency Fund.

Replacement of minor equipment items, such as fire hose, hand tools, nozzles, etc., is not chargeable to the Emergency Fund unless the damage occurs as a result of the fire or the fire suppression activity, and the purchase is justified in a Property Loss and Damage Report or Material Requisition Transfer form, and then only upon approval of the CDF officer authorizing Emergency Fund expenditures.

- L. Payment for unplanned emergency overtime for Schedule "A" employees providing coverage to staff reserve or Schedule "A" engines at state-funded fire stations, but only when the conditions as stated in 3821.8 "K" exist. Such indirect costs will be charged to the special staffing pattern order number, not to the fire.
- M. Rental of special equipment and services such as cold storage refrigerators, latrines, and showers.
- N. Reimbursement for services rendered to CDF by local government equipment or personnel, beyond mutual aid when requested by CDF.
- O. Reimbursement to other state, federal, and local agencies (such as CDC, Cal Trans, CCC, CYA, USFS, and BLM) with whom CDF has cooperative fire protection agreements which include payment for "assistance by hire" under specified conditions. Indirect and direct costs for emergency overtime will be paid for work performed by employees, wards, corps members and inmates when such overtime accrues at the request of CDF, or, in the case of the Department of Corrections, as deemed necessary by that agency pursuant to the State Administrative Manual.
- P. Purchase of restaurant meals, motels and incidental per diem for personnel during fire suppression and related support activities. Restaurant meals may be purchased for personnel even on initial attack when they are unable to return to a CDF mess facility within a reasonable time period or their normal meal time, or when they are unable to leave their assigned work location during expanded operations to obtain meals (e.g., ECC and air bases). "Reasonable" means generally within two hours of normal mealtime unless operational needs dictate otherwise. Other than meals purchased en route, restaurant meals will not be purchased when it is reasonable and efficient to provide steam table meals for personnel or when the incident base provides meals or lunches. Authorization from the Incident Commander is required for purchase of restaurant meals. For procedures on meal costs. Motels must be procured in accordance with the appropriate MOU and Department fiscal policy.

- Q. Damage claims (other than as noted below) will be processed and forwarded to the California Victim Compensation and Government Claims Board for approval prior to payment from the Emergency Fund. In discussing such claims, no liability will be admitted on behalf of the department. Payment of fire suppression damage claims to federal cooperators may be directly payable from the Emergency Fund without requiring California victim Compensation and Government claims Board action provided specified criteria are met. Criteria are set by separate policy memo. The department's staff counsel will determine those claims that qualify under the criteria.
- NOTE:** Employee's personal property loss claims, if approved, are payable from the Units' operating funds.
- R. Purchase of emergency re-vegetation and rehabilitation materials (i.e., rye grass seed, preparatory work associated with emergency re-vegetation, including contract labor).
- S. Payment of expenses incurred in approved extended arson investigations. The Deputy Director for Fire Protection or his/her designee shall approve investigations qualifying for the Emergency Fund and in accordance with departmental policy.
- T. Payment for remote sensing imagery when approved by Sacramento Fire Protection. **This does not include purchase of imagery sensing equipment.**
- U. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

Reference: [E- Fund Policy Sections 3821.7- 3821.9](#)

PROCUREMENT PROCESS

7080.4

(October 2002)

Emergency incidents require the rapid procurement of labor, services and supplies/equipment, frequently under conditions adverse for conducting normal business practices. In order to meet emergency time frames, **some** of the state's routine procedures are waved. CDF employees who are properly trained and authorized to make emergency purchases of goods and services to support the incident may utilize one of three forms of financial transactions: SPO, CALCARD, and petty cash.

Reference: Incident Fiscal Management Handbook,
[Sections 3840 – 3842](#)

TYPICAL PROCUREMENT SITUATIONS

7080.4.1

(October 2002)

Restaurant meals en-route to and from incidents: Restaurant meals purchased en route to/from a wildland fire may be charged to the Emergency Fund. Meals purchased in support of a non-fire incident must be charged to the normal operating budget, unless a special PCA Code is assigned to the non-fire incident. If a group purchase, the SPO, or CAL-Card transaction must have a list of names attached (AO-341) of the people who were fed.

Motels: The use of motels in support of an incident is governed by the Bargaining Unit 8 Memorandum of Understanding (Section 5.02) and found in the Logistics Handbook, Section 7557. CDF employees traveling to/from incidents that are authorized to utilize motel's during travel can purchase rooms (preferably double occupancy) for groups of three (3) employees or larger with CAL-Card, or SPO; Individual CDF Employees in travel status to/from incidents must utilize the **Travel Expense Claims** for meal and motel cost reimbursement.

STATE SUB-PURCHASE ORDERS

7080.5

(October 2002)

The **Sub-Purchase Order** (SPO) is a purchasing document that allows state agencies to procure goods and services directly, without going through the Department of General Services (DGS) for approval, subject to category and monetary limits specified in SAM Sections 3571.1 and 3571.2.

The SPO is self-invoicing if both the vendor and the CDF employee sign off, certifying the transaction. Alternatively, the vendor can issue an invoice that will be paid upon certification of the invoice and SPO by a CDF employee.

VISA / CAL-CARD PURCHASES

7080.6

(October 2002)

The **VISA/CAL-Card** is considered an approved payment mechanism for the purchase of commodities. The CAL-Card is merely another type of purchasing tool; vendors who accept VISA credit cards usually prefer this form of transaction due to the speed of payment, even though the vendor will pay a fee for the VISA transaction. All purchase transactions made via the card must be subject to current laws and regulations in addition to the procurement guidelines of current delegations.

CAL-Card holders purchasing en route to/from the incident will be required to maintain all of the necessary supporting documents as outlined in the CAL-Card Handbook (Itemized charge slips and/or invoices, and log of transaction). Restaurant meals may be purchased only if the meals are for a Group (such as a strike team leader purchasing meals for the team members, including him self). The charge slip and/or invoice should indicate "Going Fire" or "Going Incident" and have a list of names attached of the people who were fed. If the card is used to pay for motel room charges for the incident, a motel roster (CDF Form AO-341) is still required, including the match of names and room numbers occupied. **Note: CAL-Card cannot be used to purchase meals and lodging solely for the cardholder.**

Reference: Incident Fiscal Management Handbook, [Section 3844](#)

VEHICLE CREDIT CARDS **7080.7**
(October 2002)

To be written

FC-42 **7080.8**
(October 2002)

PICK-UP LABOR (EXCLUDING CNG PERSONNEL)

Rate Schedule Effective May 1, 2002
Per [Sections 3934](#) and [3836](#)

Position		Rates	
		S/T	O/T
Emergency Worker I:	Runners/messengers, drivers of vehicles requiring a Class C license, temporary (unskilled) office workers, fire crew members and emergency medical technicians. Also ICS positions: receiving helpers, communications unit messenger and drivers (Class C).	7.48	11.22

Emergency Worker II:	<p>Skilled officer workers, telephone operators/receptionists, food service workers, office assistants, computer data operators, fire engine firefighters and emergency medical technicians (level II).</p> <p>Also ICS positions: assistant cooks, supply unit recorders and helpers, security personnel, ground support equipment timekeepers, status recorders, check-in recorders, documentation unit assistants, demobilization recorders, kitchen helpers, message center operators and weather observers.</p>	9.47	14.22
Emergency Worker III:	<p>Stock clerks, drivers of vehicles requiring a Class B license (except for Type I buses), laborers, LVN's, tool sharpeners, barbers, fire engine operators, assistant fire crew supervisors, emergency medical technicians-paramedics, weather observers, information technicians, dozer swamper, chainsaw swamper. Also ICS positions: incident dispatchers (including head dispatcher), cooks (kitchen crew) tool attendants, drivers (Class B), display processors, equipment time recorders, personnel time recorders, helispot managers, staging area managers, facilities maintenance specialists, field observers, cost unit analysts, comp/claims unit analysts, hook and equipment specialists, procurement unit specialists.</p>	11.16	16.74

Emergency Worker IV:	Warehouse worker, driver of vehicle requiring Class A license, boat operator, mechanic's helper, base maintenance worker, assistant equipment worker, heavy fire equipment operator (dozer), fire crew supervisor, fire engine captain, Deputy Information Officer (responsible for assisting with or managing a center [main, field, community]) or similar duties; Field Information Manager; Community Information Manager. Also ICS positions: driver (Class A), equipment operator, staging area manager, air attack supervisor, helicopter coordinator, airtanker coordinator, division/group supervisor, strike team leader, task force leader, helispot manager, assistant safety officer, communication unit leader, food unit leader, supply unit leader, receiving and distribution manager, facilities unit leader, security manager, base/camp manager, ground support unit leader, equipment manager, mechanics, air support supervisor, helibase manager, fixed wing base manager, resource unit leader, situation unit leader, documentation unit leader, demob unit leader, time unit leader, comp/claims unit leader, cost unit leader, procurement unit leader.	12.92	19.38
Emergency Worker V:	ICS positions: incident commander, safety officer, liaison officer, information officer, logistics section chief, service branch director, support branch director, operation section chief, air operations director, branch directors, planning section chief.	14.82	22.25
Emergency Worker VI:	Heavy equipment mechanic, electrician, carpenter, archeologist, registered nurse, drivers of Type I buses requiring a Class B license with "P" endorsement. Also ICS positions: medical unit leader, Information Officer (lead).	16.37	24.55

Emergency Worker VII:	Civil engineer (licensed), nurse practitioner (licensed). No ICS positions.	20.76	31.14
Emergency Worker VIII:	Faller. No ICS positions.	30.00	45.00

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
TIME SHEET AND PAY VOUCHER - SHORT-TERM - NON-CIVIL SERVICE

[illegible][illegible]

ORIGINAL TO DEPARTMENTAL ACCOUNTING OFFICE

Notes: Submit your assigned number until the line is red. When you return to camp for the day, report to breakfast and show the document number. Do not return when you return from the line to camp. If you return and parking is not available, you will not be paid for. Rescheduling time will be allowed going to your subject and not be paid for. Rescheduling time will be allowed going to your subject and not be paid for.

SIGNATURE OF AUTHORIZED OFFICIAL

early in the history of parking on the streets of the State of California that it is largely a private and not a public or subsidiary benefit.

DATE _____

This activity reporting process addresses all CDF employees and CDF-owned equipment, except custodial personnel and conservation crews.

The FC-33 is the base document for reporting the use of CDF labor and CDF equipment on an emergency incident. It is retained there as a supporting document for employees' timesheets (CDF-681) and may also be used to prepare the travel expense claim (STD. 262) and the Camp/Center Emergency Time Report (FC-77). The FC-33 is used both for cost recovery and to establish internal controls for Emergency Fund labor accounting. **It must be completed by all staff assigned to any fire or to any other billable incident. No employee charging time to the incident is exempt.**

FC-33s are mandatory for all fires (except as noted below) and for other reimbursable incidents. This includes but is not limited to flood control duties, earthquake assistance, and activities involved under FEMA reimbursement criteria.

All units and personnel involved directly with an incident (including support and other personnel assigned away from the incident) will fill out and submit an FC-33. This includes units dispatched and diverted or cancelled. All personnel on an individual resource (e.g., engines, transports, etc.) should be shown on a single FC-33. Strike teams will complete an FC-33 for each unit in the team. The leader of the strike team will be on a separate FC-33. For strike teams containing a mix of agency resources (for example, a CDF strike team containing two USFS engines), FC-33s should be made out for each resource regardless of agency. For other agency equipment in a mixed strike team, the Personnel Summary block of the FC-33 need contain only crewmember names-- no work shift or summary information is required. **If an FC-33 is not submitted, the resource may not charge time against the incident or the Emergency Fund.** (The exception is special staffing patterns where order numbers are required for posting Emergency Fund overtime on the timeslip, but FC-33s are not.)

Please note that staff on move up and cover assignments must complete an FC-33 but only when overtime is incurred. Other resources for which an FC-33 is required:

- CCC staff must complete FC-33s. (CDC, CYA, and county correctional staff use the FC-33c, instead).
- An abbreviated FC-33 is required for OES-ordered resources. **For OES resources using an OES F-42 version after 6/2000, an FC-33 is not required.**

- On FC-33 will be required for local government resources unless their time is already being tracked by one of the alternative mechanisms specified in that section.

Order And Request Numbers Are Required - All units and personnel will receive a specific order and request number for the incident, which must be entered on the FC-33. **Please remember that overtime reported on a timesheet that is charged against the Emergency Fund but which does not have the order number annotated on the timesheet will be charged to the operating fund of the home unit.**

Social Security Number Is Required - The employee is **required to provide the last four digits of his/her social security number** (employee identification number) when completing the FC-33. **This is not an option.**

When To Initiate The FC-33 - Upon receiving a dispatch (or an order and request number), an FC-33 will be started.

Responsibility Of Company Officer/Overhead/Support Staff - Each company officer/overhead/support staff will be responsible for initiating, updating, and ensuring completion of an FC-33 for his/her unit/personnel and/or assignment. Each company officer/overhead/support staff will be responsible for understanding the processing instructions for the FC-33 under all operating conditions. He/she will also be responsible for returning the copy of the FC-33 to his/her home base for retention. The company officer/overhead/support staff is also responsible for correcting estimated return times on the FC-33, as described below.

How To Complete The FC-33 - To facilitate corrections, complete the form in pencil. Make sure to press down firmly to ensure that the yellow copy is legible. Form completion instructions are as follows:

A. Heading

- **Ord No.** - Order number assigned by the requesting agency (unit, national forest, fire department, contract county, etc.).
- **Req No.** - Request number assigned by the requesting agency. (IA if initial attack or alphanumeric number is assigned: e.g. E-XXX for engines, O-XXX for overhead, etc.)
- **Fire No.** - Fire number assigned to the incident.
- **Resource ID/Overhead Assignment** - Station name and number where normally assigned (Pacheco #1, Morgan Hill #2, Red Bluff BDU, Salt Creek Crew #1, etc.) Overhead: use this space to indicate fire line assignment. Strike team leader: indicate strike team number.

- **Date/Time Committed** - Calendar date and military time committed to or diverted to the incident.
- **Date/Time Return** - Calendar date and military time returned from the incident or diverted to another incident.
- **Home Unit** - Three-letter designator of the home unit of the resource identified in Block #4.
- **Attachments** - If more than one page of the FC-33 is needed for a resource, all pages will be numbered consecutively. Any pages past the first page need only to contain the following information: completed Blocks 1, 2, 3, 4, and 14. Totals for all pages will be brought forward to page one and entered on the "Total All Pages" column.
- **Doc No.** - For use by person completing the FC-40 (Fire Cost Report) to assign individual numbers to the FC-33.

B. Equipment ID

- **Organization** - Identifier for the organization that owns the equipment. **State CDF "B" local government contract "A" local government CDF administered "C" local jurisdiction** three-letter designator; Office of Emergency Services "OES" Department of Corrections "CDC" etc.
- **Radio No.** - Vehicle radio number. If transportation was shared to and/or from the incident, indicate in "remarks block."
- **Id No.** - "X" number when available, otherwise use the vehicle license number.
- **Description** - CDF model number or clearly identify as sedan, PU, 4x4, PU-6, CCV, OES engine, etc. Use standard abbreviations found in FC-18/EARS instructions.

C. Equipment Hours and Mileage

- **Vehicle Pump** - Total number of pump hours on the incident.
- **Portable Pump** - Total number of pump hours on the incident. Note the pump type in "remarks."
- **Bulldozer** - Total number of dozer hours on the incident.
- **Saw** - Total number of chain saw hours on the incident.
- **Miles** - Total number of vehicle miles on the incident.

D. Personnel Summary

- **Org** - Organization that employee(s) work(s) for. Example: CDF/state funded "B" CDF/local funded "A" local funded/CDF administered "C" local jurisdiction "3-letter designator" other agency "3-letter designator."
- **Full Name** - Last name, first name, middle initial of each employee on the crew.

- **Do not** skip lines between employees.
- **Class** - Abbreviations for the civil service title of state employee(s) (e.g., FC-A, BC), "PCF" for paid call firefighter, "VOL" for volunteer, etc.
- **Duty Schedule** - Show the regularly assigned duty schedule for the period covered by the FC-33.

NOTE: 4C employees show actual hours worked by calendar day (00:00 – 24:00) entering their normal work hours in the straight time column and any additional hours in the overtime column: e.g. 16 hour work shift, show 8 hours S/T and 8 hours O/T.

- **ID No. (SS#)** - Enter the last 4 digits of each employee's social security number.
- **Grand Total** - Add together the "Total This Page" and "Total Att'd. Pages" columns in Block 14 and enter under this column for each employee. If Block 14 is not used then use times in Blocks 5 & 6 to compute grand total hours for each employee (E.g., initial attack incidents.) **No. 13** - Follow instructions in this block.

E. Activity Record

- **Date** - Use top block in each ST/OT column to record day and date: Mon/29 Sun/30 etc.
- **Start/Stop** - Use divided block above ST/OT to record start/stop times. Use military time and round off to the nearest whole hour (a minimum of 1 hour for each employee). Record time at dispatch. Record time at duty daybreak. On the last day, record start time of the duty day to the estimated time of return to assigned location (or time of next assignment.) **NOTE: Duty days on an incident generally run from 0800 to 0800 the next day. However, in cases such as camps, duty days run from 0700-0700, or CC-I duty days may run from 0730- 0730, be sure to indicate not the normal duty day in "Remarks" block.** If required, off-duty and sleep time can be recorded in the "Remarks" block by date and time.
- **ST/OT** - Calculate the number of ST and OT hours for each employee between the start and stop times shown. For PCFs or volunteers, show all time in the ST column. This should be based on the duty schedule shown in the "Personnel Summary" section of the FC-33.
- **Remember: Not all employees are on portal-to-portal pay status.**

- **Total This Page** - Total across all ST/OT columns for each page and enter here for each employee.
- **Total Att'd Pages** - Total together all attached pages. Bring this total forward and enter on page one.
- **Daily Equip Use** - Enter the appropriate daily totals here. Show time in **whole hours only**. Round portions of an hour up to the next whole hour. Total across to the appropriate column. Add total columns together and enter final figures in Block #11.
NOTE: Fire crew equipment is shown on the FC-33, **not** on the FC-33A.
- **Activity** - Show operational period assignment or duties, en route, return, in camp, etc.

F. Remarks - For details or clarification (lost or damaged items, rations used and not replaced, miscellaneous equipment identification, difference in personnel from one operational period to another, off duty time, sleep time, breaking out activity for cost share incidents, etc.) **Do Not use this block for any fire investigation information.** Also, check the box if an SPO has been issued. List the document number, the amount, vendor and location, and the disposition of the document (i.e., turned into incident base finance section). **Check "Amended" box if you are sending in an amended FC-33.**

G. Time Recorder - Print the full first and last name of the person completing the FC-33.

Processing Instructions For On-Site Resources At CDF Incidents

For initial attack incidents or for those of short duration, an FC-33 will be completed and totaled by the company officer/overhead/support. The original will be turned in to the IC or his/her designee prior to leaving the incident. Make sure the yellow copy is legible. **There are no staff exempted from this procedure.**

Reference: [Handbook Section 3831.1, 3821.4](#)

PETTY CASH
 (October 2002)

7080.10

To be written

INCIDENT COSTS ESTIMATE

7080.11

(October 2002)

Governing policy is laid out in [Section 3822](#). Cost estimating includes the costs directly related to CDF resource involvement, and costs of other agency resource involvement.

WHEN REQUIRED

7080.11.1

(October 2002)

Fire Incidents

An Estimated Incident Cost Report (FC-176) is required when the following criteria are met:

- Access to the Emergency Fund is authorized, and
- Resources beyond those identified on the high dispatch response plan as initial attack are committed to a fire incident, or

CDF resources respond as assistance by hire, and one of the following occurs:

- Resources are committed into the second burning period, or
- Augmentation of aircraft (fixed wing or rotary wing) occurs.

If you are not sure if any, or all have occurred but you do know that there has been **at least** one strike team of engines, crews, dozers **and at least** one each of a helicopter, air attack and tanker committed to your fire beyond one day, you will have most likely hit the trigger (\$25,000 or greater in cost) for completing a cost estimate.

It is not a problem to complete an estimate that may be under or close to the trigger, for when we are in high fire season, 3 fires at \$10,000 is just as important as one at \$25,000 when estimating expenditures to the Emergency Fund.

Non-Fire Incidents

For **all** other incidents where additional costs are incurred **and** additional funding must be requested, an FC-176 **must always** be completed. Examples of these types of incidents are: hazardous waste spills, floods, riots, earthquakes, etc. Emergency fund is for Wildland fires only!

WHO COMPLETES INCIDENT COST ESTIMATE

7080.11.2

(October 2002)

- Incident Commander, or designee for CDF incidents with no finance section;
- Finance Section Chief or designee, if a CDF finance section has been established;
- Agency Representative if there is not CDF IC;
- Mobilization center manager for a mobilization center; or
- Unit Chief, or designee for incidents where an estimate is not completed at the incident.

HOW TO DO AN INCIDENT COST ESTIMATE (Using the FC176 Database)

7080.11.3

(October 2002)

The FC176DB is an automated tool used to generate the daily, the consolidated and the final Emergency Incident Estimate Report (FC176). The FC176DB was designed to capture resources information (number, hours, etc) and apply the costs associated with the resource to calculate a daily cost. The design of the program (FC176DB) also includes breaking down the resources by agencies that may be involved in the effort. The breakdown is as follows:

- Cost to CDF
- Cost to Federal
- Cost to Local

You will need a computer and a copy of the latest version of the FC176 database tool. This can be located within CDF Outlook bulletin board. To get to this bulletin board follow this Path:

Public Folders / All Public Folders / Statewide General Interest / Incident Management / Finance.

The posting is usually done early in the Spring of each year.

HOW TO COMPLETE THE FC-179

7080.11.4

(October 2002)

The FC179 Worksheet was designed for use by those who do not have access to automated tools, and or when incidents are costly with numerous resources but short in duration.

Obtain a copy of the most recent version or FC179 Worksheet from the Finance bulletin board in Outlook. Follow the above path listed for the FC176DB. Instructions on how to use both of these tools are included with them in the program.

You may also obtain a CD with a copy of these tools by making a request to Program and Systems Analysis Unit 916-653-9378.

For more complete information please see the following handbook sections:

- [3822](#) – Governing Policy for Cost Estimates
- [3861](#) – The who, what, where when and how of Incident Cost Estimates.

CLAIMS AGAINST THE STATE (October 2002)

7080.12

EMPLOYEE PROPERTY LOSS (October 2002)

7080.12.1

Employees can be reimbursed for the repair or replacement of damaged or lost personal property worn or used by the employee in the course of employment, provided the wearing or use of such items is job-required. Employees must notify their supervisor immediately of any damage or loss claim against the State. The supervisor must provide the employee with a Personal Damage Claim (AO-61 - See Exhibit) and information on how to complete the form (see Section 3855.5 of the Incident Fiscal Management Handbook). If personal property is stolen, a police report must be filed with the CHP (for areas patrolled by them) or with the local law enforcement agency. Where the CHP responds, a copy of the Report of Crime on State Property (Std. 99 – See Exhibit) must be obtained by the supervisor and submitted with AO-61. Recommendation for payment must come from the employee's supervisor and be approved by the Unit Region Chief.

If the loss occurs at an incident where the nature of the item prevents the employee from working, the item may have to be procured for the employee. The item may or may not be reimbursable. The AO-61 paperwork must be submitted through the appropriate channels immediately after the fact (see Section 3847.5 of the Incident Fiscal Management Handbook). If the claim is determined to be invalid, the employee will be billed for the item.

If efforts to compensate a private property owner for his/her loss are unsuccessful or not to his/her satisfaction, it is CDF's responsibility to inform the property owner that they can file a claim with the California Victim Compensation and Government Claims Board. This is done by giving the claimant a Claims Against the State of California form (STD 275). At no time should an employee of CDF make any statements regarding liability, about when the claim should be filed, or if a claim will be paid. **All questions must be referred to the California Victim Compensation and Government Claims Board.**

Reference: Incident Fiscal Management Handbook, [Section 3857](#)

PRIVATE PROPERTY OWNER LOSS

7080.12.2

(October 2002)

Employees of the CDF in the conduct of official business may easily become involved in incidents that could lead to claims against the State. Such things often occur whenever land or property is being used by an agency; and they are especially likely to occur during the exercise of the CDF's fire control duties. ([Emergency Incident Management Handbook 7700](#))

The nature of fire and other emergency activity work invites accidents, injuries and general confusion. In addition, fire control forces may take actions that are reasonably necessary to control a fire nuisance or other emergency. To accomplish this duty, it is sometimes necessary to breach fences or locked gates, sacrifice property in a backfire action, or perform other actions that cause damage to personal property. It will be considered reasonable and proper if the best judgment is used by responsible personnel according to the conditions that exist at the time of the emergency.

The CDF is not obligated and not authorized to make actual expenditures or effort to repair or replace private property.

The above stated conditions make it imperative that each employee continuously consider three aspects of adverse damage claims as outlined below.

PREVENTION

7080.12.2.1

(October 2002)

CDF employees must exercise all reasonable caution in the performance of prescribed duties to prevent any act or eliminate any condition that may cause injury to persons or damage to property.

The rules set forth below must be learned and followed:

- (1) Never destroy or damage property at any time unless necessary to control an emergency.
- (2) Never destroy or damage property without obtaining the owner's consent, if practical.
- (3) Try to minimize damage and destruction.

REPORTS

7080.12.2.2

(October 2002)

If a CDF employee has knowledge of the occurrence of some accident or incident that involves the CDF, he should report promptly through channels in the form of a complete written memorandum to the responsible Regional Chief.

See Health and Safety Handbook [Section 1718](#) regarding Vehicle Accidents. You must fill out STD Form 269 prior to leaving the scene.

For an Employee injury or illness see Health and Safety Handbook [Section 1711](#) regarding the use of Form SCIF-3301 (accident Report Other than Motor Vehicle). Ensure that CDF management and the proper authorities receive notice about the injury and/or accident as appropriate. (See Command and Control Procedures Handbook 8100, [Procedure #200](#); Health and Safety Procedures Handbook 1700, [Sections 1715 and 1718](#); and Incident Fiscal Management Procedures Handbook 3800, [Sections 3850-3856](#).)

EMPLOYEE BEHAVIOR

7080.12.2.3

(October 2002)

Because of the type of work in which the CDF engages, it is not uncommon for citizens to believe that they have suffered some damage due to CDF activity for which they should be compensated. It is, therefore, quite important the CDF employees understand how they should respond when confronted by a party claiming to have been injured. Often such a confrontation is made under high emotional stress. The CDF employee should:

- (1) Remain calm and always courteous.
- (2) Make no admissions of wrongdoing, but at the same time explain that a full report will be made to a proper superior.
- (3) Explain that the State California Victim Compensation and Government Claims Board will give a thorough and unbiased hearing to the claimant.
- (4) Do not offer to secure claim forms for the protesting party. Any formal claim becomes a matter between the claimant and the California Victim Compensation and Government Claims Board as to procedure.

- (5) Advise those claimants who insist upon taking formal action to correspond with the Secretary, State California Victim Compensation and Government Claims Board, P.O. Box 3035, 926 J Street, Suite 300, Sacramento, CA 95814. The claimant may be supplied with a copy of Standard Form 275, entitled, Damage Claims Against the State of California. This informational form is self-explanatory and through its use the matter at issue is clearly transferred to the proper body.
([Emergency Incident Management Handbook 7700](#))

DAMAGE INSPECTION

(October 2002)

7080.13

The Department has the need to investigate the extent of damage caused by wildfire. On a large and damaging incident the Unit Chief and/or the IC may call for a Damage Assessment Team (DAT). Data from fire damage/destroyed structures and other improvements are needed for many internal and external and is usually of high interest to the public and media. On occasions when high values or numerous residences have been lost or when other infrastructure or natural resources are damaged, formal Damage Inspection Teams have been assembled on an incident at the direction of the IC. In this case it is usually desirable to coordinate CDF's data gathering work with the needs of county, federal and public relief organizations. Information collected also helps build and validate the California Fire Plan.

Data collection may be needed for:

- Operational Planning Intelligence
- Interagency Coordination
- Emergency Relief Services
- Disaster Declaration Planning
- Fire Reports
- Public Information Officer (public and media)
- Incident Claims Investigations
- Assessing the scope of emergency relief services
- Emergency relief funding (FEMA)
- Environmental rehabilitation
- Civil investigations

There are 3 levels of inspections:

1. Preliminary Survey – drive-by inspection, quick assessment of damaged & destroyed structures.
2. Damage Inspection - verify preliminary survey, measured inspection with documentation.
3. Damage Analysis - determines cause and effect. Not normally performed.

Types of Damaged/Destroyed information gathered:

- Structures (residential home, mobile, apartment, commercial, outbuilding).
- Vehicles
- Infrastructure (power, phones, cable, water, roads).
- Resources (rangeland, timber, field crops).

Sample Data Items - can be recorded on field data sheets or collected in a GPS data logger.

1. **Type Of Loss** (structure, vehicle, infrastructure, resource, other)
2. **Location** (address, parcel #, legal description)
3. **Jurisdiction**

STRUCTURE

Type (Sfd, Apt., Commercial, Outbuilding)

Material

Use

Size

Roof Type

Vegetation Type

Defensible?

Injuries?

Suppression Action Taken

Location

VEHICLE DAMAGE

Make/Model

License Number

Ownership

Cause Of Ignition

Injury

Value (Loss)

Location

INFRASTRUCTURE DAMAGED

Utilities (Power, Phone, Cable, Water, Roads)

% Loss/Save

Value

Ownership

Impact To User/Community

Location

RESOURCE DAMAGE

Type (Timber, Agriculture, Grazing, Wildlife, Archeology, Watershed, Soil)

Area (Acres)

Recovery Potential

Jurisdiction / Ownership

Value

Rehab Needs

Location

It is recommended that the Damage Inspection Team be assigned to the ICS Finance Section; Comp/Claims Unit. The Claims Specialist function is more inline with the assessment function, i.e. field damage investigation and property research.

The Situation Unit, GIS Tech Specialist can incorporate the data, with the use of Global Positioning System (GPS) waypoints to prepare maps that display the location and types of destroyed structures. Simple GPS units that collect only latitude and longitude can be tied to paper data sheets. Electronic Data Loggers with internal GPS can be used to digitize all field data and allow faster analysis. Digitized photos can also be collected to assist in damage analysis.

LANDOWNER REIMBURSEMENT/FACILITIES 7080.14 USE AGREEMENT (October 2002)

Options for compensating the taking of private Property: In the course of incident management, it may be necessary to use private property in advance of consent, or without consent of the owner. There are two separate processes to be followed, depending upon whether or not the taking or use of private property can be authorized (beforehand, if possible, or after the fact) through a short-term use agreement (Facilities Use Agreement Form CDF-95/96). If the types of costs claimed by the property owner are appropriate for a use agreement and the level of compensation is mutually acceptable, a use agreement may be drawn up, and the property owner can be compensated through replacement or monetary payment.

Reference: [Incident Fiscal Management Handbook, Section 3842.7](#)

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)